

CHAPTER 10 - INDUSTRIAL ILLNESS AND INJURY

GENERAL

ADOA Division of Risk Management covers state employees of the Department of Emergency & Military Affairs. State agencies are subject to OSHA reporting requirements. There is no policy number, we are self-insured.

It is important that all injuries or illnesses that are job-related be reported to ADOA within 24 hours by calling 542-4580 or 800-837-8583. Two forms are used in this reporting system.

FORMS AND PROCEDURES

The **Supervisor's Report of Industrial Injury** is a small four-ply report in booklet form. The supervisor completes it at the time of the accident/injury. The Supervisor's Report is completed on all incidents. The original (white copy) and pink copy are sent to the Administrative Services Office. The injured worker takes the small blue copy to the attending physician, and the yellow copy is retained in the book.

Even if the employee does not seek medical attention, the form is completed and must be forwarded to the Administrative Services Office. The form is used as a First Aid Report. First Aid Reports are kept on file for one year in case of a re-occurring injury.

The **Employer's Report of Industrial Injury** is a regular size form printed by the Industrial Commission. A reproduction of the form may be used. The supervisor will complete and submit the form to the Administrative Services Office. This form must be completed within 10-days of the injury. A delay in submission could result in a delay or denial of compensation.

When the employee goes to the doctor or a medical facility for treatment, both the Supervisor's and the Employer's Report of Industrial Injury must be submitted to the Administrative Services Office.

ADMINISTRATION

When an employee is unable to work due to an industrial injury, the injured worker is carried as sick leave on the time and attendance, until ADOA Risk Management pays compensation to the employee for loss of wages.

Every day of normally scheduled work that the injured worker cannot work, and is authorized compensation by DOA Risk Management, the time and attendance record will be amended, from eight or nine hours sick leave (depending on regularly scheduled work day), to two hours sick leave and six hours industrial. Risk Management treats all workdays as eight-hour days for compensation.

10.3.1 Employee status after an injury:

Days Off Status

Injury/Incident	1	Normal work day
Unable to Work	2 to 7	Sick/annual leave or LWOP
Unable to Work	8 to 14	Workers compensation (min. 7 days)
Unable to Work	15+	Receive workers compensation pay from day 2 forward

Workers Compensation pays 66 percent of your salary. Should the combination of worker's compensation and sick leave not adequately match the normal take-home pay of the employee, he/she has the option of using more annual/sick leave to make up the difference.

BENEFITS

Employee benefits continue to accrue while receiving compensation, as long as the employee is on some pay status (sick or annual leave) for two hours per day. Once leave is exhausted, an employee may be placed on LWOP until he/she is able to return to work. An employee who is on LWOP due to an industrial disability may continue to participate in the Health Benefit Plan for a maximum of six months by paying the employee contribution.

At the end of this six month period, an employee who remains on leave without pay due to industrial disability may continue to participate in the Health Benefit Plan by paying both the employer and employee contributions, until the employee returns to work or is determined to be eligible for Medicare coverage or Long term Disability, whichever occurs first (ADOA Personnel Rules R2-5-405-E).

SUPERVISOR RESPONSIBILITY

The supervisor is responsible for completing the required forms, conducting an investigation and corrective actions to remove hazard, and maintaining contact with the injured worker. The supervisor should monitor employee recovery and develop a modified work schedule and duties if required. The supervisor is also required to advise the human resources staff in the Administrative Services Office of the status of any employee on extended leave on a regular basis (not less than once a week).